

RESIDENTIAL CONSTRUCTION

The following information is required to be submitted to The Permit Center for review and approval prior to the issuance of a building permit.

A. **One (1) set of plans drawn to scale (1/8", ¼ ", etc.) Plans must include:**

1. **Vicinity Plan** – Normally taken from the abstract. Shows the adjacent and surrounding lots and streets within that block. Needed in order to assign addresses, check buffer requirements, set back requirements, etc.
2. **Legal description of the property** – Normally taken from the abstract. Required on all new construction.
3. **Site Plan** - Shows the entire project on the proposed lot.
 - a. Show all existing structures and proposed new structures and additions.
 - b. Setback dimensions from structures to the property line, and setbacks between all structures.
 - c. Parking layout, driveways, curb cuts, etc.
4. **Floor Plan** – Showing each room and its use, all partitions, dimensions, doors, windows, etc.
 - a. Size and direction of ceiling joist and roof rafters.
 - b. Foundation plan – Placement of interior and exterior footings.
 - c. All plans shall give the name, address, and phone number of the person responsible for the design.
5. **Check Flood Zone Area** - The Federal Emergency Management Agency (FEMA) requires an elevation certificate for all new construction and substantial improvements within Special Flood Hazard Areas. Elevation certification for the property to be developed must be submitted prior to the issuance of a building permit. This is for the placement of necessary benchmarks. A second elevation certificate must be submitted to certify the base floor elevation meets or exceeds FEMA's requirements. A third (final) certificate is required prior to the final inspection. Please call the Office of Zoning and Land Use for addition information (337) 491-1542.

B. **General Requirements:**

1. **License, Bond, and Insurance** – Residential jobs exceeding fifty thousand dollars, (\$50,000.00) in cost shall be permitted by a contractor licensed by the State of Louisiana. (State law.)

All contractors shall deposit with the City a contractors bond in the principle sum of five thousand dollars (\$5,000.00) on the City of Lake Charles bond form and furnish a certificate of public liability insurance in the minimum amount of one hundred thousand dollars (\$100,000.00). City of Lake Charles is to be listed as certificate holder.

2. **Registration and Bonding Requirements of Nonresident Contractors** - Nonresident contractors and subcontractors, who operate in Louisiana and who enter into contracts in which the total contract price is three thousand dollars (\$3,000.00) or more, must registered each such contract with the Department of Revenue. (State law) Contact: Dept. of Revenue at (225) 219-7356 option 3 and Rufus Fruge, Jr. at (337) 437-1280.

Application for the building permit should be made by the owner, or a contractor licensed by this city or the State of Louisiana. For further information, please contact The Permit Center, (337) 491-1294.

COMMERCIAL CONSTRUCTION

The following information is required to be submitted to The Permit Center for review and approved prior to the issuance of a building permit for all commercial and multi-family projects.

- A. Two (2) copies complete sets of plans drawn to scale (1/8", 1/4", etc.)

Plans must include:

1. **Vicinity Plan** - (Normally taken from the abstract.) Shows the adjacent and surrounding lots and streets within that block. (Needed in order to assign addresses, check buffer requirements, setback requirements, etc.)
2. **Legal description of the property** – Normally taken from the abstract. Required of all new construction.
3. **Site Plan** - Shows the entire project on the proposed lot.
 - a. Show all existing structures and proposed new structures and addition.
 - b. Setback dimensions from structures to the property line, and setbacks between all structures.
 - c. Parking layout, driveways, curb cuts, etc.
4. **Floor and Structural Plans** – Show each room and its use, all partitions, dimensions, doors, windows, etc.
 - a. Size and direction of ceiling joist and roof rafters.
 - b. Foundation Plan – Placement of interior and exterior footings, footing design, shafts, reinforcement steel, etc.
 - c. Details showing structural members, fireproofing, interior finish, etc.
 - d. Total square feet and the type of construction of both existing and new construction.
 - e. Electrical Plans – Shall include riser diagrams, circuit schedules and the connected load. Electrical contractor shall obtain an electrical permit.
 - f. Plumbing Plans – Shall include riser diagrams and other details necessary to determine plumbing code compliance. Plumbing contractor shall obtain the plumbing permit.
 - g. Heating and Air Conditioning – Shall include mechanical design. Mechanical contractor shall obtain the mechanical permit.
 - h. Occupancy use
 - i. Floor loads
 - j. Other details may be required depending upon the occupancy use and type of construction
 - k. All plans shall give the name, address, and phone number of the person responsible for the design.
 - l. Fire Sprinkler Plans

B. General Requirements

1. Allow ten (10) working days for plan review. Plans are reviewed by the Building, Electrical, Plumbing, and Mechanical Departments, City Planning/ Zoning and Land Use.
2. **State Fire Marshal** – It shall be the owner or his representative's (designer) responsibility to submit plans to the State Fire Marshal's office in Baton Rouge, Louisiana for review and written approval. Their written approval will be required before a building permit will be issued. (State law.) Allow four (4) to (6) weeks for this review.
3. **Health Department** - All commercial jobs which involve the sale or service of food, motels, hotels, bars, daycares, fruit stands, etc., shall have written approval from the Health Department prior to obtaining a permit.
4. **License, Bond, and Insurance** – Commercial jobs exceeding fifty thousand dollars (\$50,000.00) in cost shall be permitted by a contractor licensed by the State of Louisiana. (State law) Contact: Randel Douget (337) 478-9379 – home (337) 491-2241 – work

All contractors shall deposit with the City a contractors bond in the principle sum of five thousand (\$5,000.00) on City of Lake Charles bond form and furnish a certificate of public liability insurance in the minimum amount of one hundred thousand dollars (\$100,000.00). City of Lake Charles to be listed as certificate holder.

5. **Registration and Bonding Requirements of Nonresident Contractors** – Non resident contractors, and subcontractors, who operate in Louisiana and who enter into contracts in which the total contract price is three thousand dollars (\$3,000.00) or more, must register each such contract with the Department of Revenue. (State law) Contact: Dept. of Revenue (225) 219-7356 option 3 and Rufus Fruge, Jr. (337) 437-1280.
6. **Design Professional** - All drawings, specification, and accompanying data should bear the name and address of the designer. The designer shall be an architect or structural engineer legally registered under the laws of this state regulating the practice of architecture or engineering and shall affix his official seal to said drawings, specifications, and accompanying data to the following:
 - a. In the case of new buildings or structures of Group E – Educational, Group I – Institutional, and Group A – Assembly Occupancy.
 - b. New buildings or structures three (3) stories or more in height:
 - c. New buildings or structures five thousand (5,000) square feet or more in area.

Exceptions: One and two family dwellings, and all Group R3 buildings regardless of size and as required by Louisiana State Statute (L.A.R.S.) 37:155 and the State Fire Marshal's Office (see attached).

PRE-ENGINEERED METAL BUILDINGS

All pre-engineered metal buildings shall be certified to meet the required wind-load of this area (not less than 110 m.p.h.). The foundation for these pre-engineered buildings shall be certified when:

- a. Eave height exceeds fourteen (14) feet or
- b. Bay spacing exceeds twenty (20) feet, or
- c. Structure has a clear span exceeding sixth (60) feet.

Unless specifically designed by an Architect or Civil engineer legally registered under the laws of this State, the foundation shall not be less than the following:

In addition to the minimum requirements twelve (12) inches wide and twenty (20) inches deep continuous footing around the exterior perimeter, a 3' x 3' x 2' deep pad on approved soil, will be required under each support column with number five (5) rebar crossed six inches (6") o.c. set approximately three inches (3") from the bottom. A twelve-inch (12") deep by twelve inch (12") wide minimum interior footing with two (2) number five (5) rebars shall be required as a continuous tie between the columns. Rebar ties shall be lapped forty (40) diameters at the end. This is a minimum standard and the City is not responsible or liable for the design. It is the responsibility of the owner, contractor, or the person designing the plans to insure the foundation is sufficient for the structures it supports.

7. **Check Flood Zone Area** – The Federal Emergency Management Agency (FEMA) requires an Elevation Certificate for all new construction and substantial improvements within Special Flood Hazard Areas. Elevation certification for the property to be developed must be submitted prior to the issuance of a building permit. This is for the placement of necessary benchmarks. A second elevation certificate must be submitted to certify the base floor elevation meets or exceeds FEMA's requirements. A third (final) certificate is required prior to the issuance of a Certificate of Occupancy. Please call the Office of Zoning and Land Use for additional information. (337) 491-1542).

8. **Check Fire District.**

9. **Cost of Job.**

Application for the permit should be made by the owner, his representative, or by a contractor licensed by this city of the State of Louisiana. For further information, please contact The Permit Center.

Construction Hours

Normal construction hours are based on Article III, Chapter 10, Section 10-48 (5) Construction and demolition activity, excluding emergency work, shall not be performed between the hours of 10:00 p.m. and 7:00 a.m. on weekdays, or between the hours of 10:00 p. m. and 9:00 a.m. on weekends and federal holidays. All motorized equipment used in construction and demolition activity shall be operated with a muffler.

Provided it does not violate any requirements of the Noise Ordinance (12785). For additional information on the Noise Ordinance call Major Carl Casio at (337) 491-1311.

Welcome to
THE PERMIT CENTER

**Zoning & Land Use • Permits • Development
Standards**

The Permit Center is the location of all construction permitting functions and zoning/land use functions of the City of Lake Charles. By consolidating a variety of City services on one floor, our goal is to provide the highest quality services possible to the citizens of our community.

This packet contains a variety of information, which we believe will be helpful to you. After our department has assisted you, please complete the comment form, which is the last page in this packet so that we can continuously improve our services.

Thank you for allowing us to serve you at the Permit Center!

John Cardone, Jr.
Director of Operations
337-491-1294

DEVELOPMENT PROCEDURES

For information pertaining to any of the following, please contact the appropriate office so that we may assist you with your proposal and potentially remedy any problem that may exist.

PERMIT CENTER

Zoning and Land Use, Permits, Development Standards

John Cardone, Jr., Director of Operations
(337) 491-1381
Tom Landry, Supervisor of Permit Center
(337) 491-1293

BUILDING DEPARTMENT

2000 International Building Code
Rene' Lewis , Building Code Enforcement Officer
(337) 491-1296

ELECTRICAL DEPARTMENT

National Electrical Code, 2002 Edition
Rickey Reppond, Electrical Code Enforcement Officer
(337) 491-1294

PLUMBING & MECHANICAL DEPARTMENT

Roy Young, Plumbing & Mechanical Code Enforcement Officer
Standard Gas Code, 1997 Edition
2000 Louisiana State Plumbing Code
Standard Mechanical Code, 1997 Edition
(337)491-1293

CITY PLANNING & ZONING AND LAND USE

Comprehensive Zoning Ordinance
Doug Burguieres – Zoning
(337) 491-1542

CITY OCCUPATIONAL LICENSE & SALES TAX

Bonnie Olmsted
(337) 491-1442

WASTE WATER & SEWER DIVISION

Ernie Williamson, Superintendent
(337) 491-1224

PRETREATMENT (GREASE TRAP)

Emelie Gary
(337) 491-1451

WATER DIVISION

Russell Buckels
(337) 491-1479

STATE OFFICE PUBLIC HEALTH- ENVIRONMENTAL HEALTH OFFICE

3236 Kirkman Street
Lake Charles, LA 70602
(337) 480-2550

STATE FIRE MARSHAL'S OFFICE

Life Safety Code, 2003 Edition
8181 Florida Blvd.
Baton Rouge, LA 70806
(337) 925-4920

FIRE PREVENTION BUREAU

Life Safety Code, 2003 Edition
International Fire Code, 2003 Edition
T. S. Jones, Chief
(337) 491-1368

UTILITY CUTS, CURB CUTS, CULVERT INSTALLATION

Tim Molbert/Public Works Department
(337) 491-8778

LOUISIANA DEPARTMENT OF REVENUE

Sales Tax Division
Phyllis Allen, Sandra Crystal
P. O. Box 201
Baton Rouge, LA 70821-0201
(225) 219-7356 option 3

ENTERGY

Electrical Service
P. O. Box 2892
Lake Charles, LA 70602
1(800) 368-3749 – application for service

CENTERPOINT ENERGY

Natural Gas Service
3700 Gerstner Memorial
P. O. Box 2868
Lake Charles, LA 70602
(337) 477-0070